



## OKA+ Group Roles

- ❖ **Agenda leader**- this person keeps the group on task and lets them know what comes next.
- ❖ **Recorder**- this person takes notes for the group and documents group process.
- ❖ **Reporter**- this person verbally shares out group information or conversations to other groups.
- ❖ **Process observer**- this person watches and listens to group members and makes sure that all voices are heard.
- ❖ **Timekeeper**- this person keeps track of the time and lets group know when time limits have been reached.